

# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System  
(MEIS)*

## Registry of Educational Personnel (REP)

### Record Layout

### EOY 2017 Submission

Questions?  
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## Personnel Record Layout

### Tab-delimited format:

The tab-delimited format for submitting REP data to CEPI is similar to the fixed-length file format of REP. These are the points to note:

1. Fields will follow the same order as defined for the fixed-length file.
2. The data in each field is to be separated by the tab character.
3. Fields that have no value submitted should still have tabs inserted; i.e., there will be two tabs adjacent to each other without any value between them.
  - For example, the name "Jim Smith" without any middle name would be submitted as (where <tab> represents a tab character): <tab>Smith<tab>Jim<tab><tab> (Field 4: Last Name, Field 5: First Name, Field 6: Middle Name).
4. Field 10: School, Assignment, Grade or Educational Setting, FTE, Wage, Accounting/Function Code, Highly Qualified, Administrator Continuing Education, Number of Classes Taught. For each sub-item within Field 10 there is to be a tab:
  - A grade range will look similar to (where <tab> represents a tab character): <tab>0<tab>0<tab>1<tab>1<tab>
  - The educational setting is sent the same way as the grade range (tab character between each possible value)
  - Academic Major and Academic Minor fields must be left blank.
5. Field 18 and 19 must be left blank.
6. Field 21: Reserved, Field 22: Reserved, and Field 23: Reserved are "Reserved" fields and each must be represented by an additional tab character to indicate its position.
7. Field 15: Racial/Ethnic Code is a special case. Each of the six sub-categories within Field 15 is to be separated by a tab.
8. Field 24: New Teacher Professional Development is a special case. Each of the three sub-categories (third category is reserved), is to be separated by a tab.
9. Fields 29 and 30 must be left blank.

**Fixed file format:**

All records in the personnel database submitted by districts must conform to the following ASCII record layout, i.e., files must have 751 characters in a fixed record length with data variables conforming to the following specifications:

<b>Personnel Information</b>				
<b>Position in Record</b>	<b>Size in Bytes</b>	<b>Field #</b>	<b>Field Name</b>	<b>Data Type/Specification</b>
001-010	10	1	Date of Count	Date of Count/slashes
011-012	2	2	Operating ISD/ESA Number	Character
013-017	5	3	Operating District Number	Character
018-057	40	4	Last Name	Alpha
058-097	40	5	First Name	Alpha
098-137	40	6	Middle Name	Alpha
138-146	9	7	Social Security Number	Integer
147-161	15	8	Credential License Number	Alphanumeric
162-171	10	9	Date of Hire	Date, with slashes
172-621*	450	10*	School Assignment Data: School, Assignment, Grade or Educational Setting, FTE, Wage, Accounting/Function Code, Highly Qualified, <del>Reserved Academic Major, Reserved Academic Minor</del> , Administrator Continuing Education, Number of Classes Taught	Character
622-624	3	11	Title I and Title II, Part A Teachers	Numeric
625	1	12	Funded Position Status	Integer
626-635	10	13	Date of Birth	Date, with slashes
636	1	14	Gender Code	Alpha
637-642	6	15	Racial/Ethnic Code	Character
643-644	2	16	Highest Educational Level	Character
645-646	2	17	Type of Credential	Character
647-656	10	18	<del>Reserved</del>	<del>Character</del>
657-666	10	19	<del>Reserved</del>	<del>Character</del>
667-668	2	20	Educator Effectiveness	Numeric
669-676	8	21	Reserved	Numeric
677-682	6	22	Reserved	Numeric
683-688	6	23	Reserved	Numeric
689-715	27	24	New Teacher Professional Development	Character
716-717	2	25	Employment Status	Character
718-727	10	26	Date of Termination of Employment	Date, with slashes
728-737	10	27	Personnel Identification Code (PIC)	Integer
738-743	6	28	Full-Time Base Annual Salary	Integer
744-749	6	29	Reserved	Character
750-751	2	30	Reserved	Character

\*Breakdown of Field 10 included below

**Field 10: Breakdown of Field Placements**

<b>Assignment Number</b>	<b>Characteristic</b>	<b>Position Number</b>
Assignment 1:		
	School/Facility Number (NNNNN)	172-176
	Assignment (NNNAA, AANAA or NNNNN)	177-181
	Grade-Level/Educational Setting (Integer)	182-203
	FTE (N.NN)	204-207
	Wage (NNN.NN)	208-213
	Accounting/Function Code	214-216
	Highly Qualified Status (N)	217
	Academic Major (RETIRED MUST BE BLANK)	218
	Academic Minor (RETIRED MUST BE BLANK)	219
	Administrator Continuing Education (N)	220
	Number of Core Academic Classes Taught (N)	221
Assignment 2:		
	School/Facility Number (NNNNN)	222-226
	Assignment (NNNAA, AANAA or NNNNN)	227-231
	Grade-Level/Educational Setting (Integer)	232-253
	FTE (N.NN)	254-257
	Wage (NNN.NN)	258-263
	Accounting/Function Code	264-266
	Highly Qualified Status (N)	267
	Academic Major (RETIRED MUST BE BLANK)	268
	Academic Minor (RETIRED MUST BE BLANK)	269
	Administrator Continuing Education (N)	270
	Number of Core Academic Classes Taught (N)	271
Assignment 3:		
	School/Facility Number (NNNNN)	272-276
	Assignment (NNNAA, AANAA or NNNNN)	277-281
	Grade-Level/Educational Setting (Integer)	282-303
	FTE (N.NN)	304-307
	Wage (NNN.NN)	308-313
	Accounting/Function Code	314-316
	Highly Qualified Status (N)	317
	Academic Major (RETIRED MUST BE BLANK)	318
	Academic Minor (RETIRED MUST BE BLANK)	319
	Administrator Continuing Education (N)	320
	Number of Core Academic Classes Taught (N)	321
Assignment 4:		
	School/Facility Number (NNNNN)	322-326
	Assignment (NNNAA, AANAA or NNNNN)	327-331
	Grade-Level/Educational Setting (Integer)	332-353
	FTE (N.NN)	354-357
	Wage (NNN.NN)	358-363
	Accounting/Function Code	364-366
	Highly Qualified Status (N)	367

	Academic Major (RETIRED MUST BE BLANK)	368
	Academic Minor (RETIRED MUST BE BLANK)	369
	Administrator Continuing Education (N)	370
	Number of Core Academic Classes Taught (N)	371
Assignment 5:		
	School/Facility Number (NNNNN)	372-376
	Assignment (NNNAA, AANAA or NNNNN)	377-381
	Grade-Level/Educational Setting (Integer)	382-403
	FTE (N.NN)	404-407
	Wage (NNN.NN)	408-413
	Accounting/Function Code	414-416
	Highly Qualified Status (N)	417
	Academic Major (RETIRED MUST BE BLANK)	418
	Academic Minor (RETIRED MUST BE BLANK)	419
	Administrator Continuing Education (N)	420
	Number of Core Academic Classes Taught (N)	421
Assignment 6:		
	School/Facility Number (NNNNN)	422-426
	Assignment (NNNAA, AANAA or NNNNN)	427-431
	Grade-Level/Educational Setting (Integer)	432-453
	FTE (N.NN)	454-457
	Wage (NNN.NN)	458-463
	Accounting/Function Code	464-466
	Highly Qualified Status (N)	467
	Academic Major (RETIRED MUST BE BLANK)	468
	Academic Minor (RETIRED MUST BE BLANK)	469
	Administrator Continuing Education (N)	470
	Number of Core Academic Classes Taught (N)	471
Assignment 7:		
	School/Facility Number (NNNNN)	472-476
	Assignment (NNNAA, AANAA or NNNNN)	477-481
	Grade-Level/Educational Setting (Integer)	482-503
	FTE (N.NN)	504-507
	Wage (NNN.NN)	508-513
	Accounting/Function Code	514-516
	Highly Qualified Status (N)	517
	Academic Major (RETIRED MUST BE BLANK)	518
	Academic Minor (RETIRED MUST BE BLANK)	519
	Administrator Continuing Education (N)	520
	Number of Core Academic Classes Taught (N)	521
Assignment 8:		
	School/Facility Number (NNNNN)	522-526
	Assignment (NNNAA, AANAA or NNNNN)	527-531
	Grade-Level/Educational Setting (Integer)	532-553
	FTE (N.NN)	554-557

*MEIS/Registry of Educational Personnel (REP)/Personnel Record Layout*

	Wage (NNN.NN)	558-563
	Accounting/Function Code	564-566
	Highly Qualified Status (N)	567
	Academic Major (RETIRED MUST BE BLANK)	568
	Academic Minor (RETIRED MUST BE BLANK)	569
	Administrator Continuing Education (N)	570
	Number of Core Academic Classes Taught (N)	571
Assignment 9:		
	School/Facility Number (NNNNN)	572-576
	Assignment (NNNAA, AANAA or NNNNN)	577-581
	Grade-Level/Educational Setting (Integer)	582-603
	FTE (N.NN)	604-607
	Wage (NNN.NN)	608-613
	Accounting/Function Code	614-616
	Highly Qualified Status (N)	617
	Academic Major (RETIRED MUST BE BLANK)	618
	Academic Minor (RETIRED MUST BE BLANK)	619
	Administrator Continuing Education (N)	620
	Number of Core Academic Classes Taught (N)	621